

<p align="center">19 EQUIPMENT</p>	<p align="center">Page 1 of 2</p>
<p align="center">Department of Forensic Science</p> <p align="center">QUALITY MANUAL</p>	<p>Amendment Designator: A</p>
	<p>Effective Date: 1-February-2006</p>
<p align="center">19 EQUIPMENT</p> <p>19.1 Policy</p> <p>The Department will ensure that it has equipment that is adequate for the work to be performed.</p> <p>19.2 General Requirements</p> <p>19.2.1 Section Chiefs, Supervisors, and system administrators, as appropriate, will be responsible for developing the specifications to be used in contracting for equipment. Equipment provided by the selected vendor must meet or exceed the specifications.</p> <p>19.2.2 Upon receipt, the equipment will be inspected and inventoried against the packing slip and purchase documents. Discrepancies will be brought to the attention of the vendor immediately. If vendor installation is required, the shipment will be secured as received until the vendor arrives.</p> <p>19.2.3 Equipment not requiring calibration against a known standard will be verified to be in proper working order.</p> <p>19.2.4 All equipment will be maintained in good operating order and according to the manufacturer's and/or Section Chief's/system administrator's maintenance requirements. Repairs will be made in a timely manner.</p> <p>19.2.5 The Department will maintain an equipment inventory. The inventory will be in sufficient detail to allow it to be sorted by laboratory and by Section within a laboratory. The Department Business Manager will specify the format and data fields to be used for the inventory and the documentation required to effect a change in the inventory.</p> <p>19.3 Technical Equipment</p> <p>19.3.1 The requirements of this section apply to all equipment used in forensic examinations. The terms, "equipment" and "instrument", are used interchangeably throughout this section.</p> <p>19.3.2 All equipment having an effect on the accuracy or precision of a test method will be appropriately calibrated before being put into use. Instruments that are malfunctioning or not in calibration will be taken off line and so marked to avoid inadvertent use.</p> <p>19.3.3 Newly purchased or acquired equipment, as well as equipment that was taken off line for repair and is ready to go back on line, will be validated for its intended use before being put (back) into service. Section Chiefs will include procedures for validation of equipment in their Technical Procedures Manuals.</p> <p>19.3.4 Section Chiefs are responsible for the following:</p> <p>19.3.4.1 Maintenance procedures and frequencies, either in the form of vendors' manuals or in-house documents, will be available for each instrument. The operating and maintenance manuals must be readily available to the operator.</p> <p>19.3.4.2 Calibration procedures, where applicable, will be incorporated into Section Technical Procedures Manuals. Calibration procedures will be commensurate with the intended use of the data and will provide criteria for deciding if a calibration was satisfactory. They will also specify the frequency of calibration.</p> <p>19.3.5 Documentation</p> <p>19.3.5.1 Section Chiefs will ensure that all maintenance, calibration and validation actions are recorded in a manner accessible to appropriate laboratory personnel. Such records must be readily retrievable at a later date should the need arise, e.g., responses to discovery motions.</p>	

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<div> <div>19.3.5.2</div> <div>Maintenance and repair records for each instrument will be kept in a maintenance log readily available to the operator. Section Chiefs will ensure that a complete record of installation, maintenance, and repair is preserved for each instrument.</div> </div> <div> <div>19.3.6</div> <div>When an instrument is retired from service, maintenance and repair records will be maintained in Section archives.</div> <div>► End</div> </div>	